

# GREAT WRATTING PARISH COUNCIL

## MINUTES

Minutes of the Annual Meeting of Great Wrating Parish Council held on Wednesday 20<sup>th</sup> May 2020 at 7 pm  
(Covid-19 restrictions ruled out the possibility of a physical meeting so it was held online.)

### **Councillors present:**

Cllrs Diana Curtis (Chairman), Terry Holloway (Vice-Chairman), Neil Curtis, Dawn Fisk, Beverley Griffin, Margaret May and Tim Hayes.

### **In attendance:**

County Cllr Mary Evans, Suffolk County Council (for part of meeting)

District Cllr Peter Stevens, West Suffolk District Council (for part of meeting)

Joanne Mahon

Richard Bowler (Parish Clerk)

### **1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

#### **a) Election of Chairman**

AGREED that Cllr Diana Curtis should be Chairman for the ensuing year. (prop THo, 2nd DF; unanimous)

#### **b) Agreement to postpone Chairman's signing of Declaration of Acceptance of Office** AGREED

#### **c) Election of Vice-Chairman**

AGREED that Cllr Holloway should be Vice-Chairman for the ensuing year. (prop DC, 2nd MM; unanimous)

#### **d) Agreement to postpone Vice-Chairman's signing of Declaration of Acceptance of Office** AGREED

### **Public forum:**

Joanne Mahon explained her concerns about traffic issues on the narrow section of Thurlow Road, Great Wrating (the B1061), near her home. She called for a chicane (limiting traffic flow to one direction at a time), rumble strips, a 40 mph limit shortly before the start of the 30 mph zone, and improved signage to emphasise to drivers that the road narrows considerably at that point. She had raised the matter with County Highways but had not received a satisfactory response.

Cllr Evans responded to Ms Mahon's concerns and undertook to look at them in detail. She said she would bring forward a proposed meeting involving Great Wrating and Withersfield Parish Councils, and hold it virtually rather than wait until it could take place face-to-face.

ME

Cllr May asked Ms Mahon to send the Parish Council the response she had received from the County Council.

It was agreed that Item 13a would be brought forward so that Ms Mahon's concerns could be addressed next.

### **13. HIGHWAYS**

#### **a) Resident's concern re: Thurlow Road traffic problems**

The Chairman welcomed Ms Mahon's comments, and assured her that the Parish Council was proactive about highways issues in the village.

Cllr Hayes said that in the past VAS data had shown that most vehicles were driven through the village within or close to the speed limit. The possibility of putting the VAS equipment at the Thurlow end of the village had been investigated but County Highways regulations meant that it was not possible due to restraints of location. He said there was

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signage saying that the road narrows. He added that the use of a chicane would be problematic because a driver at one end of the narrow section would not be able to see whether there was any traffic at the far end, coming towards them.

Cllr Holloway confirmed Cllr Hayes' comment about the VAS equipment, and said he had identified several traffic 'hot-spots' in the village, including this one, which needed to be taken up with County Highways.

## 2. **APOLOGIES FOR ABSENCE**

**To accept any apologies, with reasons for absence**

None

## 3. **MEMBERS' DECLARATIONS OF INTEREST**

None.

## 4. **MINUTES OF THE PREVIOUS MEETING(S)**

**To approve the minutes of the Parish Council meeting held on 15<sup>th</sup> April 2020**

As there were several requests for amendments to be made to the minutes of the Parish Council meeting held on 15<sup>th</sup> April 2020 the Clerk was asked to circulate an amended version.

Clerk

## 5. **MATTERS ARISING**

- i) Joint meeting with Withersfield Parish Council. Cllr Evans said it had been postponed because it had been hoped that it could be a face-to-face meeting, but current restrictions made that impossible.
- ii) Karro wall: the Chairman had not written to Karro Food Group, having decided that it was not the right time to take up this issue.
- iii) Weekly 'Clap for Carers': Cllr Fisk had reminded residents via the e-mail 'tree'.
- iv) Re-thatching of Village Sign: Cllr Griffin had told the Mizons that their quote had been accepted.
- v) Cllr May: 'Beautiful Gardens' competition (see Item 10)
- vi) Cllr Fisk was to give Cllr Hayes the Neighbourhood Watch leaflet for inclusion in the 'Welcome pack' for new residents.
- vii) Cllr Holloway had drafted an e-mail to residents re: Heritage Trail (for circulation via the e-mail 'tree') (see Item 17)
- viii) Tree-planting: Councillors had been asked to consider possible sites (see Item 11)
- ix) Moor Pasture Way: there had been no response from the residents who were concerned about loss of privacy.

It was agreed that agenda item 7 would be brought forward.

## 7. **LOCAL AUTHORITY REPORTS**

### a) **Suffolk County Council**

County Cllr Mary Evans' report (attached) had been circulated earlier.

In response to a request for the County Council to leave a particular verge uncut while wild flowers were in bloom she said some verges could be protected as roadside nature reserves. She will circulate a link to the County Council website which explains this.

ME

### b) **West Suffolk District Council**

District Cllr Peter Stevens' comments included the following:

- Street markets would re-open the following week, starting with food stalls.
- Brown bin collections are re-starting on 1<sup>st</sup> June but collection days are changing.
- Recycling centres have re-opened, and now use an appointment system.

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	<ul style="list-style-type: none"> <li>- Car parking is under review. Charges may be imposed at car parks at Country Parks. Parking enforcement in towns and villages is now fully staffed but so far has been low-key.</li> <li>- The grass-cutting service has been overhauled and should now give parishes a better service.</li> <li>- His Locality Budget could help to pay for the Village Sign re-thatching.</li> </ul> <p>AGREED that the Parish Council would accept Cllr Stevens' offer to use some of his Locality Budget for the Village Sign re-thatching project. The Clerk is to send him the invoices.</p>	Clerk
6.	<p><b><u>ANNUAL BUSINESS</u></b></p> <p>a) <b>Review Standing Orders and Financial Regulations</b> AGREED that the Clerk and Cllr Hayes will review them; the Chairman will also look at them.</p> <p>b) <b>Annual risk assessment/maintenance inspection</b> Cllr N Curtis, assisted by Mr Cliff Fisk, if he is available, will carry out the maintenance inspection. Cllr Griffin is following up the request for the noticeboards to be refurbished.</p> <p>c) <b>Review of asset register</b> The register was reviewed and left unchanged.</p> <p>d) <b>Review of arrangements for insurance cover</b> The Clerk reported that the Parish Council's current three-year "Long-Term Undertaking", with a fixed premium, runs until 30 September 2022. Councillors were asked to bring any comments on the policy to the June meeting.</p> <p>e) <b>To set the dates, times and place of meetings of the Council for the year ahead</b> AGREED that ordinary meetings of the Parish Council would continue to be held on the third Wednesday of each month, except in August and December, when there will be no ordinary meetings. Meetings will be held at Little Acorns Fostering (subject to availability), starting at the later time of 7.30 pm and ending by 9 pm.  A new timetable will be introduced, initially for six months, as follows:</p> <ul style="list-style-type: none"> <li>- draft minutes, with action points, to be circulated to Councillors within 10 days of a meeting;</li> <li>- agenda items, copied to all Councillors, to be submitted to Clerk at least two weeks before next meeting;</li> <li>- Chairman, Vice-Chairman and Clerk to prioritise agenda items, selecting no more than 15 per meeting;</li> <li>- agenda to be circulated at least a week before next meeting; agenda to include list of items being held over to a later meeting.</li> </ul> <p>It was felt that there was no need for County and District Councillors to attend every meeting and that it would save time if they came to every other meeting, while still submitting a report to every meeting.</p> <p>f) <b>To set the date, time and place of the 2021 Annual Parish Meeting</b> AGREED that the 2021 Annual Parish Meeting would be held at 7.30 for 8 pm on Wednesday 26<sup>th</sup> May 2021 in the Parish Room (subject to availability).</p>	<p>THa/DC/ Clerk</p> <p>DC</p> <p>BG</p> <p>All</p> <p>Clerk</p> <p>All</p> <p>DC/THo/ Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><b><u>LOCAL AUTHORITY REPORTS</u></b></p> <p><i>(This item was considered earlier in the meeting.)</i></p>	
8.	<p><b><u>UPDATE ON COVID-19 CRISIS</u></b></p>	

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Cllr May said she understood from the volunteer co-ordinator that there had been no recent enquiries.

## 9. **PLANNING APPLICATIONS**

**Clerk to report on planning applications, District Council decisions, and appeals**

### a) **Planning applications**

None

### b) **Planning decisions**

#### (i) DC/20/0332/FUL

Hill Farm House. Hill Farm, Thurlow Road, Great Wrating CB9 7HG

Application for formation of a new field access track from Thurlow Road

Applicant: Thurlow Estate Farms Ltd

District Council decision: Refused

Noted

#### (ii) DC/20/0538/TCA

The Drey, Withersfield Road, Great Wrating CB9 7HD

Trees in a Conservation Area Notification - (i) 1no. Willow (T1 blue on plan) - repollard

(ii) 1 no Sycamore (T2 red on plan) and 1no. Ash (T3 black on plan) - fell

Applicant: Ms Dona, The Drey, Withersfield Road

District Council decision: No objections

Noted

### c) **Planning appeals**

None

## 10. **BEAUTIFUL GARDENS COMPETITION**<sup>(MM)</sup>

AGREED that instead of running the proposed competition it would be better to ask residents to submit photographs of their houses and gardens to be considered for inclusion in the Heritage Trail booklet, possibly with a prize for the best photograph.

MM/THo

## 11. **TREE-PLANTING**<sup>(NC)</sup>

AGREED that Cllr N Curtis will liaise with Thurlow Estate about possible sites for trees, as some might potentially be on Estate land. One possible site was opposite Coronation Cottages. Cllr Holloway said others could go in Withersfield Road and Thurlow Road. Cllr Curtis said up to 75 trees could be planted, with one tree being offered to each household in the parish. It was suggested that one tree should be planted in the centre of the village, with a commemorative plaque. Planting would be in the autumn. It is hoped that planting can be undertaken as a community activity but if too few people volunteer professional assistance may be required. Cllr Holloway has made initial enquiries with Barcham Trees regarding likely costs. The Council agreed to see whether any grants might be available.

NC

## 12. **NEIGHBOURHOOD WATCH**

Cllr May is to invite Claire Egloff, the Neighbourhood Watch co-ordinator, to join an online Parish Council meeting to give an update on the scheme.

MM

## 13. **HIGHWAYS**

### a) **Resident's concern re: Thurlow Road traffic problems**

*(This was discussed earlier in the meeting)*

### b) **Road hotspots**<sup>(THo)</sup>

Cllr Holloway confirmed that the VAS could not be positioned at the top of the hill on Thurlow Rd, as Highways would not permit it.

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	<p>He reminded the Council that he had identified various traffic “hotspots” in the village; the need now was to get County Highways involved, by getting them to meet a Parish Councillor in the village to discuss them.</p> <p>Cllr Griffin suggested that “gates” on the verge at the top of the Thurlow Road hill might help to slow traffic down.</p> <p>The Chairman agreed to study Cllr Holloway’s list of hot-spots, to be discussed again at the next meeting, after which she would write to Highways about them.</p>	DC
	<p>c) <b>VAS<sup>(THo)</sup></b></p> <p>Cllr Holloway said the VAS was ‘on hold’ for the time being as a result of the Covid-19 ‘lockdown’. The need to seek assistance in downloading VAS data was discussed. The Chairman said VAS data would be useful in engaging with Police.</p>	
14.	<p><b><u>PUBLIC RIGHTS OF WAY AND WAYMARKING<sup>(DC)</sup></u></b></p> <p>The Chairman will liaise with the County Council regarding missing waymarking signs, and apart from signs next to roads will suggest the use of knee-high waymarkers, which last longer. She will focus on the Withersfield Road side of the village; Cllr Hayes offered to do the same for public rights of way on The Street side of the village. The Chairman said Thurlow Estate should be consulted, as many of the waymarkers are on its land.</p> <p>Responding to a query from Cllr Holloway relating to Moor Pasture Way residents’ concerns, discussed at the previous meeting, about loss of privacy at the back of their home, the Chairman said she had suggested to the residents that they could bring it to the attention of Thurlow Estate, the landowner. The Parish Council can pursue the improved waymarking proposed above.</p>	DC THa
15.	<p><b><u>COMMUNICATIONS</u></b></p> <p>Cllr Fisk said Cllr Mary Evans’ daily bulletins on Covid-19 were being circulated via the e-mail ‘tree’.</p> <p>The ‘Village Link’ was not being published on paper at present and does not appear to be online either. The Chairman had been asked where in Great Wratting paper copies should be taken for onward distribution. Cllr Fisk will ask Great Wratting’s ‘Village Link’ co-ordinator and will report back.</p>	DF
16.	<p><b><u>DEFIBRILLATOR<sup>(THa)</sup></u></b></p> <p>Cllr Hayes reported that listed building consent was not needed for the conversion of the telephone kiosk to house a defibrillator. He has notified BT, which is expected to contact the Council again after consulting residents to assess demand for a public telephone. He will follow up in September if BT has not responded.</p>	THa
17.	<p><b><u>HERITAGE TRAIL<sup>(THo)</sup></u></b></p> <p>Cllrs Holloway, May and Hayes are to form a working group to look into the detail of the proposed Heritage Trail and will report back. Comments and suggestions from other councillors would be welcomed. The Chairman asked Councillors to submit them within two weeks.</p>	THo, MM, THa All
18.	<p><b><u>APPEARANCE OF THE VILLAGE</u></b></p> <p>a) <b>Wall at Karro Food Group site, Little Wratting<sup>(DC)</sup></b> (The Chairman reported on this earlier in the meeting, in “Matters Arising”)</p> <p>b) <b>Wall at the Old School<sup>(THo)</sup></b></p> <p>A resident had commented on the appearance of the damaged wall at the old school. This had been damaged by a vehicle some time ago but had not been repaired. As it is in the Conservation Area it was agreed that the Clerk would ask the District Council’s Conservation Officer for advice. (A draft of the letter is to be circulated to Parish Councillors for comment.)</p>	Clerk All

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- 19. UPDATE ON THE VILLAGE PUB**<sup>(THo)</sup>  
 The Council are unaware whether the Red Lion pub have been promoting take-away meals during the Covid-19 lockdown but said the landlord might welcome support from the Parish Council.  
 Cllr Fisk agreed that the council was keen to support local businesses and will ask the landlord if he would like their take-away service to be publicised via the village e-mail 'tree'. DF
- 20. MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**  
 None
- 21. ARRANGEMENTS FOR 2020 ANNUAL PARISH MEETING**  
 The Clerk reported that although Parish Councils were allowed to hold meetings using video-conferencing during the Covid-19 crisis this did not extend to Annual Parish Meetings (APMs), so Great Wrattling's APM would have to be postponed or cancelled.  
 Cllr Fisk will let residents know via the e-mail 'tree'. DF
- 22. FINANCE**
- a) **To receive monthly financial report**<sup>(Clerk)</sup>  
 The Clerk presented the financial report for April 2020.
- b) **To authorise payments**  
 The payments below were authorised.<sup>(prop DC, 2nd THa)</sup>
- |          | ref  | payee                                 | details                                       | amount  |
|----------|------|---------------------------------------|---|---------|
| 22b(i)   | 0256 | HMRC                                  | PAYE  | £184.00 |
| 22b(ii)  | 0257 | Suffolk Association of Local Councils | Payroll service<br>(1 Oct 2019 – 31 Mar 2020) | £54.00  |
| 22b(iii) | 0258 | Suffolk Association of Local Councils | Membership subscription<br>(2020-21)          | £140.67 |
| 22b(iv)  | 0259 | Richard Bowler                        | Clerk's salary (Apr 2020)                     | £178.57 |
- 23. ITEMS FOR NEXT MEETING**  
 Clerk to issue draft minutes and action reminders within 10 days.  
 Councillors to tell Clerk about items for inclusion on the agenda for the next meeting. Clerk All
- 24. DATE OF NEXT MEETING**  
 Wednesday 17th June 2020, 7.30 pm (via Zoom video-conferencing)
- 25. CLOSURE OF MEETING**  
 There being no further business the Chairman closed the meeting at 10.07 pm.

Signed .....

Date .....